

6 December 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
Period Ending 6 December 1984

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1. Progress Report on Tasks Assigned by the DCI/DDCI:

The Executive Director has expressed a concern to the Office of Logistics (OL) and the Office of Personnel about the loss of Agency people to our contractors in private industry. He has asked for thoughts on solutions. The Office of General Counsel is in the process of preparing a clause for Agency contracts that will hopefully discourage proselyting Agency staffers. This clause is expected to be ready by 10 December 1984.

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2. Events of Major Interest That Have Occurred During the Preceding Week:

a. New Building Bid Package Two: Representatives of the New Building Project Office, OL, and Procurement Division, OL, met with Smith, Hinchman, and Grylls on 4 December and negotiated a change in scope to Bid Package Two for the deletion of construction items identified for the Small Business 8A Set-Aside.

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b. Cafeteria Renovations:

(1) Renovations continued during the weekend of 30 November through 3 December. Three 12-hour shifts were worked by the general contractor and subcontractors.

(2) The taping and patching operation for the new ceiling in the North Cafeteria is nearing completion pending final patching and sanding operations prior to applying the basecoat for the paint.

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(3) Demolition of the ceiling area and installation of the new dry wall ceiling metal hanging support work in the South Cafeteria are approximately 98 percent complete. Hanging of the new dry wall ceiling was completed up to the loft area in the middle bay area, and dry wall hanging operations were started in the south bay area. Work is scheduled to resume on 7 December. []

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d. Office of Communications Watch Office--Rooms 1B39 and 1B43, Headquarters: The suspended ceiling system has been installed and the custom millwork delivered. Work has slowed due to less-than-acceptable workmanship that required correction. The project completion date has slipped to January 1985, and the contractor has been asked to provide a specific completion date. []

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e. Self-Study Center and Language Lab: The renovations to the Self-Study Center, Room GF39, Headquarters, were completed last week. Renovations are progressing well in the Language Lab, Room GJ68, with the installation of the metal studs completed and installation of sheetrock scheduled for this week. []

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f. Chilled Water Outage: A chilled water outage is tentatively scheduled for Saturday, 15 December, or Sunday, 16 December, to install taps into the house system for the Office of SIGINT Operations computer and lab areas in Rooms GE02, GE05, and GE13, Headquarters. There will also be a partial outage for the Office of Data Processing (ODP) computer center in Room GC03, Headquarters. The air-conditioning duct work installation is continuing. The chilled water pipe delivered to the job has been rejected since the quality is unacceptable. []

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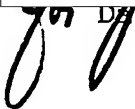

3. Significant Events Anticipated During the Coming Week:

a. Briefing for Senate Select Committee Staffer: On 13 December 1984, a briefing for Mr. Keith Hall of the Senate Select Committee on Intelligence is being planned in the Comptroller's conference room. Mr. Hall has requested this briefing to be brought up to date on the status of the new building construction and the new building support package. Representatives from the Offices of Communications, Security, and Data Processing have been advised and will be briefed on their portion of the support package.

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b. The OL Christmas party will occur on 13 December at the La Guinguette Restaurant.

 Daniel C. King 

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